

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: July 25, 2016
Time: 4:00 p.m.
Location: Alma Powell Branch Library, Barnabee Gallery

TRUSTEE ROLL CALL:

Present: Robert Brown, Bruce Caple, Cheryl TenBrink Lisa Godfrey, Kerria Randolph, James VanderRoest, and Valerie Wright

Absent: None

CALL TO ORDER:

President Caple called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

No recognitions, resolutions, or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

- A. *Minutes of the Meeting of June 20, 2016*
- B. *Minutes of the Meeting of June 27, 2016*
- C. *Personnel Items*

IV. FINANCIAL REPORTS

- A. *Financial Reports for the Month Ending June 30, 2016*

Recommendation: Director Rohrbaugh recommended the board accept the Financial Reports for the month ending June 30, 2016.

Discussion: Director Rohrbaugh stated that while these reports concern the final month of the fiscal year, they are not the final year-end numbers.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JUNE 30, 2016.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

- A. *MERS Delegates*

Recommendation: Director Rohrbaugh recommended the appointment of Diane Schiller as the Officer Delegate and the certification of Amy Alcenius-Hoisington as the Employee Delegate to serve at the 2016 Municipal Employees Retirement System (MERS) Annual Meeting.

Executive Summary: Beginning in 2004/2005, staff members have attended the annual MERS meeting. With so many KPL employees enrolled in MERS, we feel it is important for us to participate in the system. In the past we have sent both an officer and employee delegate to attend the MERS annual meeting.

The officer delegate must be appointed by official action of the Board to serve and the employee delegate must be elected by ballot and certified by either the chief administrative officer or a member of the governing body. Amy Alcenius-Hoisington will serve as the employee delegate and Diane Schiller will serve as the officer delegate. The MERS Annual Meeting will take place September 28 - 29.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPOINT DIANE SCHILLER AS THE OFFICER DELEGATE AND CERTIFY AMY ALCENIUS-HOISINGTON AS THE EMPLOYEE DELEGATE TO SERVE AT THE 2016 MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS) ANNUAL MEETING.

Discussion: L. Godfrey asked where the Annual Meeting was scheduled to take place. Director Rohrbaugh stated it was occurring in Traverse City.

MOTION CARRIED 7-0.

REPORTS:

B. Director's Goals

Report: Director Rohrbaugh stated she has lifted a number of high-profile items from the Action Plans in which she will be involved over the next year and provided them as her annual Director's Goals for board consideration. She then mentioned the implementation of a new discovery layer for the library's catalog could be considered alongside those listed.

Discussion: President Caple asked whether the question of compatibility between the new discovery layer and Sirsi had been investigated. Director Rohrbaugh said that had been explored and the products would indeed be compatible.

V. Wright asked about Director Rohrbaugh's plans to examine the state of Teen spaces and staffing. Director Rohrbaugh stated that item primarily concerns the proposed creation of a dedicated Teen programming space, which could potentially involve the reworking of the existing Teen staff offices.

Disposition: Trustees thanked Director Rohrbaugh for her report.

C. Quarterly Strategic Planning Statistics

Report: Director Rohrbaugh began by drawing Trustees' attention to a handful of items she had highlighted from the strategic planning statistics for the final quarter of fiscal year 2015-2016.

She stated circulation targets were largely unmet after a number of years of strong growth. She reminded the board that trend is representative of American public libraries in general.

She also noted Ready to Read exceeded the goal of distributing more than 7,519 gift books, teen attendance at programs was strong, and pointed out while patron PC use was down, more WiFi connections were utilized, indicating more patrons are connecting with their own devices.

In closing, she stated patron use of the Hub was not as high as had been anticipated, but use of digitized local history collections far exceeded the goal and attendance at locally-focused programs was very strong as well. She then pointed out the results of the Teen Patron and Technology surveys were attached to the statistics for board review. Finally, she reminded the board that goals and targets for the 2016-2017 fiscal year would be set in August.

Discussion: R. Brown asked if general circulation numbers had held steady or actually decreased. Director Rohrbaugh indicated that overall circulation had decreased 7% from the previous year. R. Brown asked whether that trend could be explained at all by general economic recovery over the last several years. Director Rohrbaugh stated that the general consensus is during tough economic times, library use trends upwards, so it stands to reason the reverse is also true. She also stated the increase in popularity of digital streaming services is suspected to have impacted digital circulation numbers.

J. VanderRoest expressed surprise that patron PC usage has declined in the last year. Director Rohrbaugh reiterated her supposition that has to do with increased access to library WiFi through personal devices owned by patrons. She stated some public libraries are reducing the number of public PCs, but does not believe KPL to be making that decision in the near future. President Caple suggested that when the time comes to replace the PCs, it may make sense to keep that trend in mind.

V. Wright stated she thought the results of the Teen Patron survey were encouraging, especially regarding the number of teens who browse the shelves for reading materials and enjoy attending author visits. L. Godfrey asked whether the survey was reaching those who do not visit the library. Director Rohrbaugh stated these results come from those who visit the spaces. J. VanderRoest stated his satisfaction with knowing that KPL users tend to respond so positively to the surveys. L. Godfrey suggested undertaking increased efforts to reach those who do not visit the library.

J. VanderRoest asked, regarding the circulation targets for next year's strategic planning process, whether the goal would be to see an increase or maintain current levels. Director Rohrbaugh stated those goals would be set at a Management Team meeting in August and the plan is to maintain current circulation levels.

Disposition: Trustees thanked Director Rohrbaugh for her report.

D. Law Library Report – Caitlin Hoag

Report: Director Rohrbaugh introduced Caitlin Hoag, Law Librarian. C. Hoag began by explaining that she has been busy sharing information regarding the Law Library with KPL staff recently and

feels privileged to be part of a truly unique function within a public library, providing a valuable service to patrons and the court system.

She stated over 3,000 patrons visited the Law Library last year and over 5,000 questions were answered. She attributed that largely to an expansion of the 'Ask a Lawyer' program. She stated that the majority of those questions come from individuals who are preparing to represent themselves in court for a variety of reasons, primarily family law. Many of these individuals require divorce packets which are sold for \$3.00 in the Law Library. Many individuals seeking paperwork for divorce and custody purposes are directed to the library by court employees.

C. Hoag then explained that while Law Library staff do not provide legal advice, patrons are encouraged to attend the 'Ask a Lawyer' programs to obtain free advice from qualified professionals. In recent years, the demand for legal advice has prompted Law Library staff and representatives of the Bar Association, primarily a local lawyer named Dan Conklin, to expand these services. In addition to legal clinics operated through KPL, there were regular clinics being held at the Eastside Neighborhood Association and the Portage Community Center which were not able to adequately serve the populace. KPL was advised to step in and oversee those clinics as well, resulting in a total of five monthly legal clinics at four different locations.

Discussion: C. TenBrink stated her satisfaction with the services provided by the Law Library and asked how many individuals regularly staff the library. C. Hoag stated she works in the Law Library part-time. Amy Alcenius-Hoisington works primarily in the Law Library, and Zack Hunkins is the dedicated Law Library Intern. Additionally, Christine Hann, Ryan Gage, and Matt Smith each work one shift per week. She stated all of these individuals attend to regular Law Library duties while working the desk.

L. Godfrey asked whether they are receiving enough volunteer support from local attorneys. C. Hoag stated it is a struggle, especially concerning family law inquiries. Many attorneys previously relied upon have retired and it has proved difficult to connect with new members of the Bar Association. She reiterated that Dan Conklin has been instrumental in making key connections. L. Godfrey then stated she felt C. Hoag's regular contributions to *Annotations*, the Bar Associations regularly published newsletter, have been strong and well-received.

Disposition: Trustees thanked Caitlin Hoag for her report.

E. Powell Branch Update – Judi Rambow

Report: President Caple invited Judi Rambow to report on recent activities and initiatives at the Powell Branch. J. Rambow began by stating summer is always a busy time for the branch, due in part to day-camps from three local organizations that come to the library in large groups. Regarding the circulation figures commented upon earlier in the meeting, she suspects that digital circulation at Powell is probably not trending downwards as much as other locations. She stated the populace that visits the branch views the audiovisual collection as being very important and it is well-utilized.

She then mentioned recent staff involvement in a 5S event which resulted in a reorganization of the back office as well as a new location for a drop-box, which has enhanced the flow of materials from the point of drop-off to getting back on the shelves considerably.

Additionally, the Powell Branch recently received a new mobile gaming station that features a large high-definition TV with Playstation 4 and Nintendo Wii-U systems. Furthermore, lockers for Powell staff were recently installed.

Adult Literacy Council meetings at Powell continue to be popular. She stated that is largely in part to Michael Evans, director of the Literacy Council, who has ensured that tutors are available to the students. Regular meetings take place every Thursday, and patrons are able to receive assistance with a variety of matters ranging from improving literacy skills to job searching.

J. Rambow asked Kevin King, Head of Branch and IT Services, if there was anything she had left out. K. King stated a focus at Powell as of late had been improving the 'attractiveness' of the collection, using lots of face-outs, curating high-use collections and making them very visible. J. Rambow then mentioned the current display in the Barnabee Gallery which consists of photographs on loan from Sonya Hollins which were, in turn, left to her by a local photographer who had collected them over a long career. The photographs depict area students, largely high-school seniors. She stated the photographs have generated a good amount of discussion from patrons who recognize their friends and family among the students.

Discussion: J. VanderRoest asked if the Powell Branch has kept up their impressive collection of jazz albums. J. Rambow stated that collection was largely the effort of former Powell Branch Lead Librarian, Michael Cockrell. She said she does not believe the Jazz collection has been as carefully attended to, but she emphasized the value in asking for and receiving suggestions from patrons. She then reported that, as an example, older movies in the Western genre have become a niche collection that circulates surprisingly well.

J. VanderRoest then asked whether the branch was experiencing heating & cooling difficulties, as had been the case in the past. J. Rambow stated she believed it was improving over time, but occasionally the curved glass windows do seem to collect the sun's heat fairly intensely. J. VanderRoest then asked how relations are faring between the branch staff and the administrators of the Douglass Community Center. J. Rambow stated Sherry Thomas-Cloud was preparing to leave the Douglass, but it had long been a goal of hers to try to organize a luncheon for library staff, Douglass staff, and the staff of the other organizations who rent space at the Douglass.

K. Randolph asked whether J. Rambow had any ideas for improvement or any 'wish list' items she would like to share. J. Rambow stated that she knows open hours for the Powell Branch on Saturdays are off the table for now, as a recent discussion among Management Team on the topic yielded security and staffing concerns. She said she agrees with the decision, but would very much like the topic to be revisited in the event that other agencies within the Douglass became active on Saturdays, specifically Loaves & Fishes who plan to open a location within the Douglass in the fall.

V. Wright asked whether there had been requests from patrons to maintain open hours on Saturday. J. Rambow stated that while they had not heard much from patrons on the matter, Powell staff members were enthusiastic about the idea. She reminded Trustees that when the branch had been open on Saturdays in the past, it was primarily visited by children.

Director Rohrbaugh stated she had several conversations with Sherry Thomas-Cloud, Executive Director of the Douglass, who indicated she had heard from a handful of community members who expressed interest in having access to the Powell location on Saturdays, and had suggested that evening hours might be best.

She then reiterated that if the Powell location were to open on Saturdays, it would be the only organization within the Douglass that did so and therefore would constitute something of a security risk. She also reminded Trustees that when the Powell location was open on Saturdays, foot traffic tended to be very light. She also stated her intent to revisit the issue when Loaves & Fishes opens their Douglass location in the Fall.

President Caple asked whether it would make sense to contact Loaves & Fishes ahead of time to gauge whether they plan to maintain open hours on Saturdays. Director Rohrbaugh stated that was certainly doable; in her conversations with Sherry Thomas-Cloud, Sherry stated Loaves & Fishes was initially planning to be open approximately two days per week.

C. TenBrink asked if a branch tour was scheduled after the meeting for Trustees. J. Rambow said such a tour would take place.

Disposition: Trustees thanked J. Rambow for her report.

F. Legislative Update – Diane Schiller

Report: D. Schiller stated that since the State Legislature was on summer break, there was not much to report. That being said, she stated that Governor Snyder has chosen to appeal a recent ruling on the MERS 3% case, which found in favor of the plaintiffs. He has appealed to the Supreme Court without his Attorney General, instead choosing to utilize a private firm.

She then stated the only other news to report regards Senate Bill #571, which among other things, bans businesses from collecting union political action committee money from their employees if their business has its own PAC. The AFL/CIO have brought suit in response to this particular clause.

Discussion: President Caple asked for clarification as to why Governor Snyder has opted to choose a private firm for his appeal in the MERS case. L. Godfrey stated Bill Schuette, Michigan Attorney General, will likely be running for Governor when Snyder's term is up. J. VanderRoest indicated that perhaps Schuette does not wish to be associated with Governor Snyder at this juncture.

L. Godfrey then asked for news regarding the current status of reimbursement for personal property taxes. D. Schiller stated the library is considered a Tier III organization for purposes of reimbursement. Funds will first be distributed to 'essential services'; cities, counties, and townships that provide police and fire services. In the event funds are available, which appears to be the case thus far, they will be distributed to organizations such as KPL. She stated if 100% of KPL's personal property taxes were refunded, it would total approximately \$300,000. D. Schiller stated she has been unable to verify how many Tier III organizations will benefit from this, but news from Portage Public Library indicates that while some funds will be available to

Tier III organizations, the State of Michigan is unwilling to commit to a figure at this time. It is expected that more information will be made available near September.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

A. *Finance and Budget Committee* – No meeting.

B. *Personnel Committee* – No meeting.

C. *Fund Development and Allocations Committee* – No meeting.

D. *Director's Building Advisory Committee* – No meeting.

VII. OTHER BUSINESS

A. *Director's Report*

Report: Director Rohrbaugh began by mentioning a recent development that did not appear written in the report. She stated that the Reading Together 2017 invitation to Dr. Atul Gawande was declined, despite considerable staff efforts. The discussion has turned to the possibility of inviting Bryan Stevenson, whose book is entitled Just Mercy.

She then shared plans for a two-day conference organized by the Friends of Michigan Libraries, taking place in the Van Deusen Room on October 13 and 14. The first day will have a focus on issues relevant to friends organizations and the second will focus on those pertaining to library trustees.

Next she announced a large \$10,000 donation to Ready to Read from an anonymous donor who hopes to be able to make similar donations in each of the next two years. This donation, along with the involvement of Dr. Allan LaRue, retired pediatrician, has considerably reenergized Ready to Read. Additionally, Dr. Needlman, founder of Reach Out and Read, will be visiting on October 6th for the purpose of a public program and grand rounds with med students and pediatricians at Bronson Hospital.

Director Rohrbaugh then referred back to Pika, which was discussed earlier in the meeting. She said Pika will provide a new discovery layer for the existing Sirsi catalog. There are vendors and specialty groups who are developing discovery layers to provide an experience more akin to an internet search engine, which was something KPL patrons considered a priority during the recently conducted User Experience Study. Pika has been confirmed to function with Sirsi. Timing and cost for implementation are under consideration.

She then reminded Trustees that the KPL eNewsletter has a new format and is now being delivered on Thursdays. Recently gathered analytics have demonstrated that 58% of those reading the eNewsletter are using a mobile device to do so.

Discussion: President Caple asked, regarding the Pika discovery layer, when KPL's subscription to the current Sirsi layer expires. Director Rohrbaugh stated it is renewed each spring, and in the

event that Pika is implemented by then, the library would not renew its subscription to Sirsi Enterprise.

V. Wright stated it is wonderful to hear so many stories about KPL staff members representing the library throughout the community at public events. She also reminded all in attendance that she very much appreciates the annual committee reports which are attached to the Director's Report each July. She explained that it would be nearly impossible to understand the amount of work done in staff committees without these reports.

V. Wright asked about the Racial Equity Toolkit supplied by the City of Seattle. K. Randolph stated the City of Seattle has an Antiracism Team which deals with the entire City and County of Seattle, specifically regarding hiring practices. He said it is a much broader project than KPL's, but the library's Antiracism Transformation Team was able to use that model for their purposes.

V. Wright also expressed her satisfaction with staff attendance at the three-part racial equity capacity building series and other workshops. Next, she asked what a 'Zentangle Class' is. Farrell Howe explained it involves the use of shapes and patterns as part of the construction of a larger image. It is supposed to be a meditative practice.

Lastly, V. Wright stated her appreciation for the variety of outreach projects, partnerships with Kalamazoo Public Schools, and author visits arranged by the library.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey had no comments.
- C. TenBrink had no comments.
- K. Randolph thanked the library for the continual support of the Antiracism Transformation Team's work, which while difficult in nature, is very important.
- R. Brown had no comments.
- V. Wright thanked library staff for the time spent drafting and publishing the annual committee reports.
- President Caple had no comments.

X. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:13 P.M.

X

Kerria Randolph
Secretary

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